DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for December 6, 2007

Present:

Jennifer Le, Agriculture	Julie Solgat, Information Technology
Dorie McArthur, Agriculture	Sandy Theisen, Information Technology
David Batz, Auditor General	Chris Graham, Labor & Econ. Growth
Stephanie Roach, Auditor General	Deb Bachman, Lottery
Dennis Strzalkowski, Auditor General	Natalia Tiemann, Lottery
Elizabeth Torres, Auditor General	Brad Weber, DMB
Raj Mehta, Civil Rights	Carol Wheaton, DMB
Diane Coon, Community Health	Adel Beachnau, DMB/OFM
Nanette Gordon, Community Health	Cheryl Blonde, DMB/OFM
Sue Malkin, Community Health	Brian Curran, DMB/OFM
Lisa Smyth, Community Health	Ed Dettling, DMB/OFM
Bidhan Redey, Corrections	Jeremy Piggott, DMB/OFM
Bob Holmes, Environmental Quality	Kelley Ryal, DMB/OFM
Jill Trepkoski, Environmental Quality	Mary Jo Letner, DNR
Dave Putman, Human Services	Juanita Sarles, State
Russ Desy, Information Technology	Brian Hurtekant, Transportation
Diann Pintacura, Information Tech.	Nicole Leipprandt, Treasury

Approval of the Agenda – Ed Dettling

There were no additions to the agenda.

ITEMS FOR DISCUSSION

Time and Expense Project

Russ Desy, Project Manager for the Time and Expense Project, updated the group on its status. The approach will be done in three phases. Phase 1 will be to upgrade PowerBuilder for DCDS which is required since we are currently on an unsupported version. They will also be fixing 25 action items that have been on hold. Phase 2 is called "Expense Light" which will be a web based expense reimbursement application. It will provide basic functionality for travel reimbursement requests, advance requests and approval of those requests. Phase 3 is called "Expense Full" which will add time activity and Leave O/T entry over the web. It will also add more robust functionality to the expense reporting components of the application. This project is not intended to replace DCDS, but rather to deploy the most widely used DCDS functions to the web. There may also be modifications to the data available to MIDB, so there are tasks in the plan for handling those changes. An aggressive project plan has been completed and they are waiting for approval for resources. Once this is approved, they can finalize dates and will share with the agencies. A communication will be sent to Chief

Accountants and Chief Financial Officers requesting assistance with this project. They are also looking for volunteers to offer input on three action items in DCDS: Labor Distribution Adjustments (adding history tabs); Standard Distribution Window; and Coding Block Crosswalk Window. Nan Gordon and Mary Jo Letner volunteered.

Business Objects Report
Brian asked the group for suggestions of what they would like to see on the PR85 report. Suggestions were process level, ID, name, pay period end date, date stamp, and net pay amounts.

Calendar Year End – W-2s and 1099s
Ed stated the main run for W-2s will be January 11 and the mailing will occur the week of January 14. OFM needs any adjustments to be submitted by December 31. The 1099s will be mailed January 10. Any changes to the 1099s are due by January 8. You may contact your payroll liaison for assistance should you not make either of these deadlines.

2008 Meeting Schedule
Ed shared the dates for the 2008 DCDS FUN meetings. The dates are March 6, June 5, September 4 and December 4. Adel will send GroupWise appointments to your calendars.

OPEN DISCUSSION
No items for discussion.

NEXT MEETING

The next meeting will be Thursday, March 6, 2008 at 10:00 a.m., in the Michigan Room, First Floor, Romney Building.